

# LEON VALLEY

**T E X A S**

SMALL TOWN HOSPITALITY. BIG CITY ADVANTAGES.  
6400 EL VERDE ROAD ★ LEON VALLEY, TX 78238-2399  
[www.leonvalleytexas.gov](http://www.leonvalleytexas.gov)

## Employee of the Month Nomination Form

The purpose of the Employee of the Month program is to recognize employees who perform their duties at an outstanding level of service. Regular employees are eligible to be considered for this award and will be recognized by the City Council for their exceptional service to the City of Leon Valley.

Award recipients will be selected on, but not limited to, the criteria listed below. Please complete both sides of this form to submit your nomination and complete your written statement that addresses the specific ways in which your nominee has demonstrated outstanding qualities or achievements in the following areas:

- ◆ Pride in His/Her Job
- ◆ Performance Excellence
- ◆ Outstanding Attendance Record
- ◆ Leadership
- ◆ Commitment to City and Department Mission
- ◆ Flexibility that Supports Change
- ◆ Education and/or Technical Achievement
- ◆ Skills Improvements
- ◆ Acts of Heroism or Bravery
- ◆ Creativity and Innovation
- ◆ Teamwork
- ◆ Adherence to Safety Procedures
- ◆ Actions above and Beyond the Call of Duty
- ◆ Cooperative and "Can Do" Attitude
- ◆ Personal Accountability for Solutions and Resources
- ◆ Other Commendable Performance Worthy of Recognition

After six consecutive months of employment with the City, all employees are eligible for nomination by fellow employees, themselves, and supervisors. Employees may not be nominated if they have received this award within the past twelve months.

All Nomination forms are due to the Human Resources Officer no later than 4:30 p.m. on the 15<sup>th</sup> of each month. Forms can be submitted by interdepartmental mail to the HR Officer, or fax to 684-1515, or by email to [c.caldera@leonvalleytexas.gov](mailto:c.caldera@leonvalleytexas.gov), or regular mail to the HR Officer, Leon Valley City Hall, 6400 El Verde Rd., Leon Valley, TX 78238 . Additional forms are available by calling 684-1391, ext. 212.

Date of Nomination:	Nominee's Name:	Nominee's Department
	Nominee's Job Title:	
Employee has completed 6 months duty: Yes ___ No ___	Nominated by (Printed name):	Signature:

Received by:	Date Received:	Date Reviewed:	Nominations expire 6 months from date submitted.
--------------	----------------	----------------	--

## Employee of the Month Nomination Form

**REASON FOR NOMINATION:**

**IN WHAT WAY DOES THIS EMPLOYEE DEMONSTRATE "EMPLOYEE OF THE MONTH" CRITERIA?**

[illegible]

Received by:	Date Received:	Date Reviewed:	Nominations expire 6 months from date submitted.
--------------	----------------	----------------	--